

Purchasing Contact:  
**Theresa Anderson, PSO II**

Telephone Number:  
**(860) 622-2542**

**STATE OF CONNECTICUT**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**CONTRACTS & PURCHASING DIVISION**  
**101 EAST RIVER DRIVE, 4<sup>th</sup> Floor**  
**EAST HARTFORD, CT 06108-3274**

Contract Award #

**012-A-27-7043-C**

Contract Award Date

**April 02, 2002**

Expiration Date

**September 30, 2004**

**CONTRACT AWARD**

**IMPORTANT:** This is NOT a Purchase Order. Do NOT produce or ship without an Agency Purchase Order.

COMMODITY CLASS/SUBCLASS & DESCRIPTION: **7000 / 560 Radio Equipment (Motorola)**

FOR:

**Department of Transportation**  
**2800 Berlin Turnpike, PO Box 317546**  
**Newington, CT**

TERM OF CONTRACT:

**April 02, 2002 - September 30, 2004**  
(with an option to extend one additional year)

AGENCY REQUISITION NUMBER: **014892**

IN STATE (NON-SB) CONTRACT VALUE	DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE	OUT OF STATE CONTRACT VALUE	TOTAL CONTRACT AWARD VALUE
<b>\$22, 428.59</b>	---	---	<b>\$22, 428.59</b>

**NOTICE TO CONTRACTORS:** This notice of award is not an order to ship. The using agency or agencies on whose behalf the contract is made will furnish purchase orders against contracts. Send invoices directly to the using/ordering agency per instructions on purchase order.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Director concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

- ▶ **CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.
- ▶ **PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

**CONTRACTOR INFORMATION:**

Company Name: **Bearcom**

Address: **145 West Dudley Town Road, Bloomfield, CT 06002**

Tel. # **(860) 726-0500 / 800-522-6080** Fax # **(860) 242-1614**

Contract Value: **\$22,428.59**

Contact Person: **William C. Bates**

SSN/FEIN # **75-2629349**

Delivery: **14 days ARO**

Certification Type: **None**

Payment Terms: **Net 45 Days**

Supply to Political Sub-Divisions: **Yes**

(SBE, MBE, WBE or None)

Company E-mail Address: [bearsupport@bearcom.com](mailto:bearsupport@bearcom.com)

Website: [www.bearcom.com](http://www.bearcom.com)

**APPROVED**

**Holly Miller-Sullivan**

**Director of Contract & Purchasing Division**

(Original Signature on Document in Procurement Files)

**Date Issued: April 02, 2002**

**STATE OF CONNECTICUT**  
**DOIT - CONTRACTS & PURCHASING DIVISION**

**Award Number**  
**012-A-27-7043-C**

Purchasing Contact:  
**Theresa Anderson, PSO II**

Telephone Number:  
**(860)622-2542**

E-Mail Address:  
[theresa.anderson@po.state.ct.us](mailto:theresa.anderson@po.state.ct.us)

**CONTRACT AWARD  
SCHEDULE**

**012-A-27-7043-C**

CONTRACT AWARD DATE:  
**April 02, 2002 - September 30, 2004**  
(with an option to extend one additional year)

DELIVERY:  
**14 days A.R.O.**

PAYMENT TERMS <b>Net 45 Days</b>	CASH DISCOUNT --- % --- Days
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Pricing includes all transportation charges FOB State Agency.

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VENDOR NAME:  
**Bearcom**  
SSN OR FEIN #: **75-2629349**

The Department of Information Technology **is issuing this contract award for**  
**The Department of Transportation** for **Motorola Radio Equipment** to above named vendor

DESCRIPTION OF COMMODITY AND/OR SERVICES		QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
1	<b>Motorola Mobile low-band, trunk/remote-mount TWO-WAY synthesized RADIOS</b> Model # T81XTA7TA7K Warranty: 1 year	24	each	\$918.75	\$22,050.00

**Motorola Radio Options**

2	<b>Radio Option A - External Speaker</b> Model # HSN9326R	1	each	\$28.88	\$28.88
3	<b>Radio Option B - Glass Mounted Low Band Antenna</b> Model # AP-3035	1	each	\$46.50	\$46.50
4	<b>Radio Option C - External Light / Horn Relay Kit</b> Model # HLN3091	1	each	\$140.70	\$140.70
5	<b>Radio Option D - Noise Canceling Mike</b> Model # HMN4013A	1	each	\$80.06	\$80.06
6	<b>Radio Option E - ANI Encoder</b> Model # ARI-100	1	each	\$61.95	\$61.95
7	<b>Radio Option F - Antenna Mobile</b> Model # MLBDC	1	each	\$20.50	\$20.50
Radio Options TOTAL:					\$378.59

**Contract Award Total Value: \$22, 428.59**

**STATE OF CONNECTICUT**  
**DOIT - CONTRACTS & PURCHASING DIVISION**

**Award Number**  
**012-A-27-7043-C**

**Motorola Radio Equipment for the Department of Transportation**

**Vendor Representative to provide service:**

**William C. Bates, Bearcom**

Address: 145 West Dudley Town Road, Bloomfield, CT 06002

Phone: 860-242-1614 / 800-522-6080

Fax: 860-242-1614

E-mail: [bill.bates@bearcom.com](mailto:bill.bates@bearcom.com)

**Notes:**

1. Price to include equipment, installation, delivery, and warrantee.
2. Quantities listed are only estimates for the term of the contract. Actual quantities purchased may be more or less than the estimates listed. The estimates listed do not represent a guarantee that items will be purchased. Items may or may not be ordered at the discretion of the State.
3. Bidders must comply with the attached Standard Bid and Contract Terms and Conditions, Special Bid & Contract Terms & Conditions, and Agency Specifications.

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**All correspondence regarding this contract award must be in *writing* and submitted to:**

[theresa.anderson@po.state.ct.us](mailto:theresa.anderson@po.state.ct.us)

--or--

Theresa Anderson, PSO II, Contract Award # **012-A-27-7043-C**

DOIT - Contract & Purchasing Division, 4<sup>th</sup> Floor, 101 East River Drive, East Hartford, CT 06108

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**AGENCY SPECIFICATIONS**

STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
MOBILE RADIO SPECIFICATIONS  
LOW BAND TRUNK/REMOTE MOUNTED SYNTHESIZED RADIOS  
Specification No. 0102LS01

**GENERAL:** Each radio provided under this specification shall be designed and built as a remote mounted multiple channel FM Receiver/Transmitter unit. These radios shall be installed in both light and heavy-duty vehicles. Each radio shall be listed in the TYPE B group of the Trunk/Remote Mounted (Synthesized) section of the Acceptable Brands List for Receiver-Transmitter, Radio, (mobile station type), (synthesized) ABL-1748-R-359 or superseding list. Each radio shall meet the current MIL810-C and MIL810-D standards for Shock, Vibration, Dust, Salt Fog and Rain. Each radio shall contain all the necessary components and hardware as may be necessary for a complete mobile installation. All radios must also meet or exceed the following specifications. In all details not specifically stated herein, it is understood that equipment supplied shall meet or exceed the requirements of the Electronics Industries Association and the Federal Communications Commission that are current at the time of the award.

**PROGRAMMING:** All radios shall be programmable. Programming of the radio shall be accomplished by the use of a programmer using special interfacing cables and software programs. It shall be possible to program any standard CTCSS OR DTCSS code on any channel in the radio. All channels shall have a timer that will disable the transmitter after approximately 1 minute of continuous transmission.

**OPERATING FREQUENCIES:** Each radio must be capable of being programmed to operate on a minimum of 32 frequencies between 42 MHz and 50 MHz. The exact frequencies and scanning information will be provided when the purchase order is issued.

**RADIO HOUSING AND CONTROL CABLE:** The radio housing shall be constructed so that it adequately protects the radio from sharp or heavy objects, such as tire chains and pry bars, being dropped or placed upon it. For ease of installation and servicing all power and antenna connections to the radio housing shall be on the front of the radio. The housing shall be locked in place with an internally mounted key lock accessible from the front of the radio. It shall be possible to mount the radio housing in any position, horizontal, vertical, right side up or up side down without the radio rattling or becoming loose with vehicle vibration. A single integrated cable and plug shall be provided for connecting the control unit and the 12 volt vehicular power to the radio transceiver. The cable from the control unit shall be covered by an outer jacket of vinyl or rubber and shall be a minimum of 17 feet in length. The connection at the radio transceiver end shall not have any exposed wires smaller than 16 AWG even when disconnected.

**CONTROL UNIT:** The control unit for operating the radio shall be housed in a sturdy case and shall include the following controls and indicators.

- a) Power On/Off switch
- b) Power on indicator
- c) Transmitter keyed indicator light
- d) Volume control
- e) Frequency selectors that will permit the operator to select the appropriate operating channel. When power to the radio is turned off, the memory in the radio or the control head shall retain the number of the channel selected and shall automatically return the radio to that channel when power is again turned on, even if the vehicular battery had been disconnected.
- f) Controls for channel scan operation. The radio shall be capable of being programmed so that no scanning is allowed or scanning can only be turned on and off by the operator.
- g) Tone coded squelch On/Off control (unless this switch is located on the provided microphone hang up box).

**TRANSMITTER POWER OUTPUT:** Each transmitter (when keyed) shall provide at least 100 watts of RF power at the antenna connector on the radio when a DC voltage of 13.6 volts is provided at the end of the power cable supplied with the radio. A single wire of sufficient size to safely carry the current drawn by the transmitter shall be provided between the battery and the radio housing. One time in-line fuses shall be used to protect the wiring from over-current conditions. The antenna connector on the radio shall be a "UHF" female style connector.

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## AGENCY SPECIFICATIONS

**CHANNEL SCAN:** The radio shall be capable of being programmed so that a minimum of four (4) separate groups of operating channels can be scanned. Each group must be capable of having a minimum of eight (8) channels. When scanning has been selected, the channels being scanned shall depend on the group of the selected operating channel. For example, Group A might consist of eight D.O.T. channels. When operating on one of these channels and scan is selected, the eight channels in this group would be scanned with the selected operating channel having priority. Group B might consist of four D.O.T. channels and four receive only S.P. channels. When operating on one of these channels and scan is selected, the eight channels in this group would be scanned with the selected operating channel having priority. Group C might consist of four D.O.T. channels, two receive only S.P. channels and two receive only D.E.P. channels. When operating on one of these channels and scan is selected, the eight channels in this group would be scanned with the selected operating channel having priority.

The control head shall clearly indicate which group of channels has been selected. This can be accomplished by designating each group with a letter, (such as A, b, C, and d), by providing a group number readout on the control head, or by using an alphanumeric display that indicates the channel and group.

**SPEAKER LEVEL:** The internal audio amplifier of the radio shall provide at least ten (10) watts of audio power so that messages can be received in high ambient noise vehicles. Externally amplified speakers may not be used to meet this requirement.

**MICROPHONE:** The radio shall be supplied with a heavy duty palm style microphone. Upon removing the microphone from its hanger, the receiver's tone coded squelch circuitry will be disabled, scanning will stop, and the radio will automatically revert to the control unit's selected operating channel.

**ALIGNMENT TOOLS:** One (1) set of alignment tools, necessary to align the radio, shall be supplied for each ten (10) radios ordered.

**SERVICE MANUALS:** Comprehensive installation and service manuals shall be provided. A minimum of one (1) manual for each ten (10) radios ordered shall be supplied. They shall be complete in every detail for the equipment actually supplied and will include at least the following:

- basic theory of operation of the circuitry used
- parts listing that gives the manufacturers ordering numbers for parts
- troubleshooting charts for determining circuit failures
- pathfinder diagrams showing printed circuit layouts and locations
- tuning and alignment procedures
- schematic diagrams showing normal voltage measurements

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**RADIO OPTIONS:** The items listed below shall be bid as separate options for each radio. Depending on the needs of the Department, these items may or may not be ordered.

**RADIO OPTION A – EXTERNAL SPEAKER:** Each radio ordered with this option shall include a 5 inch by 8 inch weatherproof speaker. It shall be capable of handling a minimum of 25 watts of audio power. The impedance of the speaker shall be determined by the radio being supplied under this bid. It shall have a tilting mounting bracket for mounting the speaker to the vehicle body. A DPDT toggle switch capable of handling the 25 watts of audio power shall be provided with each speaker.

**RADIO OPTION B – GLASS MOUNTED LOW BAND ANTENNA:** Each radio ordered with this option shall have a 40 to 50 MHz glass mounted low band antenna supplied in addition to the standard antenna specified elsewhere in this specification. This antenna shall be an Antenna Specialist Inc. model AP4050 or exact electrical equivalent.

**RADIO OPTION C – EXTERNAL LIGHT/HORN RELAY KIT:** Each radio ordered with this option shall be supplied with the necessary relays for operation with the Horn and Lights external alarms. Two relays shall be provided, one for use with the horn and the other for use with the lights.

**RADIO OPTION D – NOISE CANCELING MICROPHONE:** Each radio ordered with this option shall have a heavy duty noise canceling style microphone supplied in addition to the microphone specified elsewhere in this specification.

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**AGENCY SPECIFICATIONS**

**RADIO OPTION E – ANI ENCODER:** Each radio ordered with this option shall be compatible with existing Automatic Number Identifier (ANI) encoders and decoders used by the Department of Transportation. These are Sigtone Inc. model A1204/01 encoders and Sigtone Inc. model A1458/20 decoders using the Sigtone EIA six tone sequential format with trailing edge ID. The encoders provided shall be programmable with an IBM or IBM compatible computer. The State will install the ANI encoders in the radio. If Sigtone model A1204/01 is unavailable CES Wireless model Ari-100 is an acceptable device.

**RADIO OPTION F – ANTENNA MOBILE:** Each radio ordered with this option will be a base loaded style antenna assembly, Antenex Inc., Model C-47 (47-50MHz) or exact (physical and electrical) equivalent. The antenna mount shall be a 3/4" NMO style with 17 feet of RG58A/U with stranded conductor and PL-259 Crimp connector.

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**ORDER OPTIONS:** The items listed below shall be bid as separate options. Depending on the needs of the Department, these items may or may not be ordered with the purchase of any quantity of mobile radios.

**ORDER OPTION A – CABLES:** Two sets of any special interconnecting cables necessary to allow alignment and/or troubleshooting with modules or boards removed from the radio.

**ORDER OPTION B – PROGRAMMING EQUIPMENT:** One (1) complete set of all the necessary hardware including the programmer, interconnecting cabling, and software to read and/or change the programming of the radio equipment including ANI shall be supplied. This programming equipment must be 100% IBM compatible to allow usage of existing software used for programming other radio equipment. It shall be equipped with both a minimum 20x CD drive and a 3 1/2 inch high density disk drive. The programmer shall be completely self contained including the necessary battery supply. A vehicle power adapter shall be provided to allow extended operation when connected to a vehicle's cigarette lighter socket. The programmer shall use an Intel microprocessor, have a minimum of 64 Meg RAM, and at least 1200 megabytes of non volatile storage. It's operating system shall be either Microsoft's Windows ME or NT. A parallel printer port and a serial port shall be provided. The unit will be equipped with an active matrix color screen. A padded carrying case shall be provided to protect the programmer in the D.O.T. service vehicles. **NOTE: Programming Software; must be registered to ConnDOT. If the software when ordered by bidder is automatically registered to your company (i.e. Motorola), then do not include the price in order option #9 B, but place the price in order option #10 Bb. ConnDOT will order the software from the manufacture directly. If the programming software has a site license, that location is to be LISTED as anywhere within the State of Connecticut boundaries.**

**ORDER OPTION C – SERVICE ACCESSORY GROUPS:** These accessory groups will be used for servicing the radios. They shall be the same accessories as those supplied with the radios. No antennas are to be supplied for these service accessories.

**ORDER OPTION D – RADIO LESS ACCESSORY GROUP:** These will be the complete radio less the accessory group (i.e. Power cables, Speaker, Microphone, Control Head).

**ORDER OPTION E – ANI PROGRAMMER:** If CES Wireless model Ari-100 is bid for Radio Option D, then appropriate software and the cable interfaces between the equipment and the computer. The software/hardware provided shall be compatible with an IBM or IBM compatible computer. The State will program the ANI encoders for the radio.

**ORDER OPTION F – TRAINING:** A formal training course shall be conducted at the Department of Transportation's Radio Laboratory in Rocky Hill, CT. This training shall be done by a qualified factory instructor who conducts training courses as part of their normal duties for the manufacturer. This training shall consist of at least the theory of operation of all circuits used in the equipment, normal alignment procedures, troubleshooting procedures and will include hands-on training on the equipment supplied. Attendance will be approximately 6 people and shall be conducted during the hours of 9:00 AM - 2:00 PM on regular State workdays. The duration of this training shall be a minimum of two working days and shall be sufficient to enable the Departments Radio Technicians to effectively maintain, troubleshoot, and repair the equipment. The bidder shall state their proposal for training as part of the bid package.



**DOIT – CONTRACTS & PURCHASING DIVISION**  
**012-A-27-7043-C**  
**SPECIAL BID/CONTRACT TERMS AND CONDITIONS**

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**1. SCOPE**

The State is seeking contractors to provide ***Trunk/Remote-Mount Two-way Radios, radio options A-F, and order options A-F***, (per agency specifications) for Department of Transportation. **The contract period will run from the Date of Award through September 30, 2004 with the option to extend for one additional year.**

**2. AUTHORIZED DEALER**

Contractors must be authorized dealers for the product lines they are offering to sell at the time of the bid opening and for the term of the contract. Contractors are required to indicate the product lines they are authorized to sell. Contractors may be asked to provide proof from the manufacturer prior to award or during the term of the contract.

**3. COMPLIANCE WITH BID SPECIFICATIONS:**

If the equipment being bid does not comply with one or more items of the specifications, each deviation must be documented in the bid response. **Acceptable Brand Lists are located on DOIT's website: <http://www.doit.state.ct.us/purchase/main/ausa.htm>**

**4. INSPECTION OF EQUIPMENT:**

Prior to the award of this contract, the State reserves the right to inspect a sample of the equipment being bid. Upon request, the contractor shall deliver a sample of the exact model of the equipment being bid within 15 calendar days of the request.

**5. INSURANCE REQUIREMENTS**

The contractor will carry sufficient insurance to cover the nature of work to be performed to indemnify and hold the State of Connecticut harmless from any insurable cause whatsoever. Upon Request, contractors will furnish a current Certificate of Insurance evidencing General Liability, including products and completed operations coverage, Workers' Compensation and Automobile Liability coverage, naming the State of Connecticut as additional insured.

**6. WARRANTY**

Radio equipment supplied by the contractor shall be **new** and warranted against defects in material and workmanship. Contractors are to indicate all manufacturers' warranties that apply to the equipment/service being offered including any additional or extended warranties that may be optional.

The minimum warranty is one (1) year, from the date the equipment is placed into service. All contractors are to stipulate if they offer any additional warranties. Upon request, a copy of the warranty must be made available to the requesting state agency.

**7. PRICING RATES & PAYMENT TERMS**

Prices shall be net, including all costs that the bidder may incur, without exception. Contractors will ensure that quote includes all ancillary costs (e.g. transportation charges). Failure to include an applicable cost will be interpreted as that cost being included in the price.

Quantities listed in the Bid Schedule are estimates only. Actual quantities purchased may be more or less than the estimates listed. Contractors may submit a bid for any/all of the items noted on the Bid Schedule pages.

Payment terms are Net 45 days. The State will make payment within 45 days after acceptance of equipment, and receipt of a properly submitted invoice. *Contractors may offer discounts for early payments.*

**DOIT – CONTRACTS & PURCHASING DIVISION**  
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**SPECIAL BID/CONTRACT TERMS AND CONDITIONS**

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**8. DELIVERY & SHIPPING TERMS**

Contractors will give their earliest guaranteed delivery time (A.R.O.) and be specific (i.e. 14 days A.R.O.) **Delivery may be an important factor in making the award.** Contractors are cautioned to state the best factual delivery date possible on the Bid Schedule page. Equipment shall be delivered ready to operate in accordance with the instructions contained within the requesting agency's purchase order. Shipping terms are **F.O.B. State Agency**. Terms listed otherwise are subject to rejection.

**9. BASIS OF AWARD**

An award will be issued to the lowest, responsible, qualified contractors, who are in compliance with the Agency's technical specifications, these Special T & C stated herein, and the Bid/Contract Terms and Conditions. The State reserves the right to make an award per line item, per group of items, or to the total overall low bid, whichever it deems is in its best interest.

**10. PRICE INCREASES**

Pricing Rates quoted under this contract shall remain firm for a period of one (1) year from effective date of contract award. Thereafter, the awarded contractor may file for a price increase at the end of each one (1) year period. Changes shall be consistent with and relative to price changes originating with the manufacturer as evidenced by notices or list pricing (parts). Requests for such increase must be fully and properly documented and include the new pricing medium.

Contractors must submit a formal request for an increase to the Department of Information Technology, *Contracts & Purchasing Division*, no later than thirty (30) days prior to the effective price increase date. The increase request shall contain the date the increase takes effect. *No retroactive increase will be allowed.* The State reserves the right to reject any requests deemed excessive.

Contractors will honor contract pricing on purchase orders issued prior to the effective date of any increase in price.

**11. PRICE DECREASES**

Price decreases will become effective immediately on the date specified in the manufacturer's notice of change. Contractors shall bill the State at the reduced price on all deliveries made on or after the date of the manufacturer's price reduction. Contractors also shall promptly provide the Department of Information Technology with a letter of notice concerning the change with a copy of the pricing medium.

**12. CANCELLATION**

The State reserves the right to cancel any unfulfilled portion of the contract if the Department of Information Technology deems the parts, supplies, or accessories provided by the contractor are unsatisfactory or inconsistent with the bid/contract terms and conditions.

**13. CONTRACTOR INFORMATION** In the event that the awarded contractor's information changes (i.e. name, address, telephone), it is the contractor's responsibility to notify the DOIT, *Contracts & Purchasing Division*, of such changes in writing. The State will not be held responsible for payments or purchase orders that are delayed due to additional routing caused by the lack of notification on the contractor's part.

**14. TAXES**

Purchases made by the State of Connecticut are exempt from the payment of Federal Excise Tax, Transportation Tax, and Connecticut Sales and Use Tax. Upon request, the requesting State Agency will provide a Federal Excise Tax Exemption Certificate.



**DOIT – CONTRACTS & PURCHASING DIVISION**  
**012-A-27-7043-C**  
**SPECIAL BID/CONTRACT TERMS AND CONDITIONS**

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**15. LAWS**

Everything herein shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Contractor will be in compliance with all applicable federal, state, and local laws and regulations, including but not limited to Connecticut General Statute sections 4a-60 and 4a-60a on nondiscrimination and affirmative action provisions, as well as:

- ▶ Affirmative Action Policy Statement: <http://www.state.ct.us/governor/aapolicy.htm>
- ▶ Sexual Harassment Policy Statement: <http://www.state.ct.us/governor/sexualharasspolicy.htm>
- ▶ Section 16 of P.A. 91-58 nondiscrimination provisions regarding sexual orientation

The contractor is also subject to the provisions of the following:

- ▶ Executive Order Number Three issued by Governor Thomas J. Meskill, promulgated on June 16, 1971, Nondiscrimination Clauses in Contracts:  
<http://www.state.ct.us/governor/executiveorders/meskill3.htm>
- ▶ Executive Order Number Seventeen issued by Governor Thomas J. Meskill, promulgated on February 15, 1973, Job Listings with the State Employment Service:  
<http://www.state.ct.us/governor/executiveorders/meskill17.htm>
- ▶ Executive Order Number Sixteen—of Governor John G. Rowland—promulgated on August 4, 1999, regarding Violence in the Workplace Prevention Policy. No. 16:  
<http://www.state.ct.us/governor/executiveorders/no16.htm>

**16. PURCHASE ORDERS/INVOICING**

The requesting State Agency will issue purchase orders. Questions regarding purchase orders and invoicing should be directed in accordance with the instructions contained in the boilerplate of the purchase order. All questions pertaining to the Department of Transportation's purchase orders may be directed to the DOT's Processing Unit at (860) 594-2337.

Payments may be delayed if the invoice is not properly completed in accordance with the instructions contained in the purchase order.

Payment and invoicing inquiries pertaining to Department of Transportation should be directed to the DOT's Accounts Payable Unit at (860) 594-2470. Invoicing to the Department of Transportation should be sent as follows:

Department of Transportation  
Attn: Accounts Payable  
P.O. Box 317546  
Newington, CT 06131-7546

Whenever possible, contractors should utilize the state invoice form CLA-3/CO-17. All billing must contain the contractor's federal identification number. The contractor's invoice must also reference the Department of Transportation's Purchase Order number and the contractor's invoice number.